

Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 4, 2013

Leanne McNichols
3103 E. 8th
Des Moines, IA 50316

Dear Ms McNichols,

This letter is in regards to the November 1, 2013 compliance check of your Category A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

You do have these posted, however, they need to be re-done as the writing and instructions are faded and cannot be easily read.

☐ 110.5(1)o Smoking and the use of tobacco products is prohibited at all times in the home and vehicles used to transport children. Smoking and use of tobacco products prohibited in outdoor play area during hours of operation.

Initially, I was not planning to complete a re-check of your daycare, but after giving further thought regarding the issue of smoking occurring in the home, it seems appropriate that a re-check should occur in the next few months. Smoking, under any circumstance, is not allowed in the home if the residence is registered for childcare by the State of Iowa, no exceptions. Smoking is also not allowed even during hours when your business is not in operation. Anyone wishing to smoke will need to smoke outside at all times. I understand this is a significant request that impacts your household. If these guidelines are not able to be enforced, it may be appropriate to voluntarily relinquish your registration and operate your daycare as a non-registered provider. Non-registered providers do not have to adhere to the strict state and federal guidelines pertaining to smoking. Non registered homes are not able to participate with the food program or take state assistance.

☐ 110.5(1)s If children use above ground or in-ground swimming pools:

☐ 110.5(1)s Written permission from the parents is on file.

☐ 110.5(1)s The provider has completed training in CPR for infants, toddlers, and children. Documentation of current certification is on file.

110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

You indicated you have recently had an appointment and will obtain this documentation from your physician. Please see enclosed the new forms that need to be completed regarding physical health requirements.

☐ **110.5(2)b Within the first three months of registration:**

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

Your files were in pretty good shape. A few physical forms were out dated and require more current documentation. I would suggest skimming through all of your files and making sure all documentation is current within the last year.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations on or before _____.**

x ☐ Based on the items out of compliance listed above, you will be required to have a re-check or follow-up visit to your home. This visit will occur on or after **January 3, 2014**. **This check will not take long and will only address the items that were out of compliance.**

☐ Based on the items out of compliance listed above, a re-check or follow-up visit to your home is not necessary. However, it is essential you come into complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

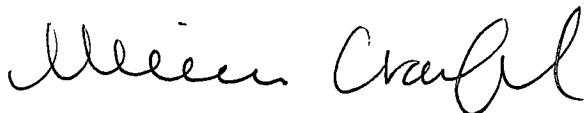
I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: January 3, 2014.

X _____
Signature Date

Please call me if you have any further questions.

Sincerely,



Melissa Crawford
Child Development Home Compliance Checks
DHS, Dallas County
210 N. 10th Street
Adel, IA 50003
(515) 993-1742 (ph)
(515-) 564-4033 (f)

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at (Text field for phone).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).